The State of Tennessee's Enterprise Resource Planning Solution

Glossary

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A	
Accounts Payable Module	Provides support and automation of the business processes involved in the processing of vouchers in order to pay vendors for purchased goods or services in a timely manner.
Award	Executed agreement between an institution and sponsor. Pertinent Information regarding awards is stored within Contracts and Grants records.

B	
Budget Check	The process of reviewing an expenditure or encumbrance against a Commitment Control Amount that will support that expenditure or encumbrance. A successful budget check results in the decrease in available funds.
Budget Period	Indicates which budgets the system checks and updates during the transaction processing.
Budget Year	The institutionally defined, consecutive, 12-month period to which a financial transaction or summary applies.
Business Unit	A PeopleSoft term to describe a logical separation of a organizations legal or operating structure

C	
Category	Used on purchase orders to identify goods/services being purchased.
	Categorization is the method of placing items within a logical order, or hierarchy, to enable someone to easily locate them within a catalog, table of contents, or other environment. For example, the item "pencil" might logically be placed within a hierarchy such as: 1) office equipment and supplies; 2) office supplies; 3) writing utensils; and finally, 4) pencils. Where available, Commerce One will use a supplier-provided categorization scheme to better enable product retrieval.
	One standard is the UN/SPSC scheme, developed by Dun & Bradstreet, in conjunction with the United Nations. UN/SPSC uses a five-tier hierarchy to place products in their logical location within the scheme and is useful as a means to conduct cost reporting. Organizations can use any level of the five tiers of the UN/SPSC scheme and apply it to all supplier content files where possible.
CBT	See Computer-Based Training.

Chart of Accounts (COA)	The foundation for the PeopleSoft accounting system. The Chart of Accounts provides each business unit, fund, department, program, project/grant, sub-class, and account with a unique identification number and a common language for identifying financial transactions.
ChartField	Individual descriptors that can be interchanged to create cost centers.
ChartField String	Unique combination of ChartFields.
COA	See Chart of Accounts.
Commodity Buying	To leverage the expertise of buying specialists (e.g., memory, CPU buyers in high tech), economies of scale, and negotiated prices that a purchasing organization (e.g., memory, castings, connectors, etc.).
Computer-Based Training (CBT)	The training that occurs solely on the computer with individuals interacting with a computer program to learn a given concept or training course.
D	
De-centralized Purchasing	An organizational structure within which the buying function is performed by product line personnel and end users rather than by a single office or department. An electronic requisitioning environment enables greater de-centralization by streamlining internal procurement processes.
Department	The Department ChartField will be Institutionally defined responsibility centers that have people residing or assigned. Departments will be those that are recognized Institutionally, or by national organizations or boards.
Dispatch	The act of sending purchase orders to the vendor. This can be done via phone, fax, EDI, XML, or hard copy.
Distribution	The process of assigning values to ChartFields. A distribution is a string of ChartField values assigned to items, payments, and budget amounts.
Drilldown	The act of moving from the summary to the detail level. Drilling down presents the data underlying any summarized form of information in the PeopleSoft General Ledger.
E	
EDI	Electronic Data Interchange. The electronic (paperless) transmission/exchange of trade documents (i.e., POs, shipment authorizations, invoices, etc.) using standardized formatting used by a majority of large buying and selling

	organizations.
EDS	See Electronic Document System (EDS).
Effective Date	A method of dating information in the system. Users can predate information to add historical data to the system, or postdate information in order to enter it before it actually goes into effect. The Effective Date usually defaults to the system's current date.
Electronic Funds Transfer (EFT)	The electronic payment to a vendor.
Encumbrance	A future financial obligation that is a claim against available spending authority.
End User	Individuals who will directly depend on and use information contained in the PeopleSoft system. End-Users will use PeopleSoft for data entry, viewing sets of information, running reports, managing business processes, etc.
End User Training (EUT)	The training of individuals who directly depend on and use information contained in the PeopleSoft system. Such training information includes data entry, running reports, etc.
eProcurement Module	Provides End-User automation of the business processes involved in the purchasing of goods and services.
F	
FAQs	See Frequently Asked Questions.
File Transfer Protocol (FTP)	A set of communication rules governing transmitting and receiving data.
Frequently Asked Questions (FAQs)	A document that lists the most commonly asked questions and answers about specific topics.
FTP	See File Transfer Protocol.
G	
Go-Live	The day Departments an organization will begin using the new PeopleSoft system.
Graphical User Interface (GUI)	A software interface which allows users to navigate and interact with information on their computer screen by using a mouse to manipulate text and images on the screen.

GUI	See Graphical User Interface.
H	
HTTP	HyperText Transfer Protocol The underlying protocol used by the World Wide Web. HTTP defines how messages are formatted and transmitted, and what action Web servers and browsers should take in response to various commands. For example, when you enter a URL in your browser, this actually sends an HTTP command to the Web server directing it to fetch and transmit the requested Web page.
I	
Implementation	The activities and steps involved in the roll-out of the PeopleSoft Financials systems.
Inquiry	A PeopleSoft capability that allows an End-User to view certain information that resides in the system based on a defined set of criteria.
Internet	An interconnected system of networks that connects computers around the world via the TCP/IP protocol.
Invoice Receipt Date	The date an invoice is received by this institution. This date is used to calculate prompt payment interest if paid more than 30 days after the receipt of the invoice or receipt of goods, whichever comes later.
Item ID	A code to represent a contract item which appears on the requisition and purchase order pages. This is an internal system generated identification number, not the vendor catalog number.
J	
K	

L	
Legacy System	Represent the current Human Resources, and Financials, systems that will be replaced by the new PeopleSoft system. Retirement strategies are to be determined.
Location	The location where the Logistics Delivery Team will deliver the goods. Used on requisitions and purchase orders. Also the location of assets in Asset Management.
M	
Manage Requisitions	Option is eProcurement used to track and maintain requisitions. Functionality includes approval routing inquiry, status inquiry, direct receipt (DRC) of merchandise/service, and request to change or cancel a purchase order.
Matching	The process of applying system match control rules against vouchers, purchase orders, and receipts, ensuring that an invoice being entered reflects the amount ordered and received before it is approved for payment.
Matching - three way	The process of matching vouchers, purchase orders, and receipts for Purchase Order vouchers.
Matching - two way	The process of matching purchase orders and receipts. Used for ERS vouchers.
Matching – four way	The process of matching vouchers, purchase orders, receipts and inspections for Purchase Order vouchers.
Milestone	A significant accomplishment. Horizon Project milestones are maintained in a project plan and are used to gauge our pre-go-live progress.
Modules	Groupings of software programs that collectively support a specific business function. Within the Financials system these modules will be implemented in Phase I: General Ledger, Accounts Payable, Purchasing, eProcurement, Grants, Billing/Accounts Receivable, Assets, and Travel & Expenses.
MRO	Maintenance, Repair and Operating Supplies Non-production buying within an enterprise. These items are used to support general organizational operations and maintenance (i.e., pens, copier paper, batteries, etc.)
MRP	Material Requirements Planning A technique used by an enterprise to calculate the necessary product requirements to finish a project/product.

N	
NIGP	National Institute of Government Purchasing. A categorization scheme that is used by government and public sector.
Non-PO Vouchers	The electronic document used to pay an invoice for goods and services that are not associated with a purchase order and receipt. Replaces OCR.
O	
Operator Security	See User ID.
P	
Page	A PeopleSoft term for a "screen" or "window" where data is entered or viewed by the End-User.
Payments	See 'Purchase Order Voucher' and 'Non-PO Voucher'
Payment Method	The method used to distribute funds to vendors for payment. Examples include system check and EFT.
PeopleSoft	An integrated software system that provides a wide variety of applications to assist in the day-to-day execution and operation of business processes. Each individual application, such as General Ledger, Commitment Control, Purchasing, Grants, and Expenses, interacts with each other to offer an effective and efficient means of maintaining and reporting financial information.
POA	See Purchase Order Acknowledgement
Portal	A portal is a web site that helps you navigate to other web-based applications and content. Users often consider a portal their "entry point" – the place they typically visit first after launching their web browser.
Purchasing Module	Provides support and automation of the business processes involved in the purchasing of goods and services.
Purchase Order Voucher	The electronic document used to pay an invoice for goods and services associated with a purchase order and receipt.

Q	

R	
Receiver	The system generated auto-numbered receipt created in PeopleSoft when goods/services are received.
Requisition Title	Department assigned "name" or system generated requisition number. "Requisition Title" is an eProcurement feature that allows a department to "name" their requisition for easier grouping of requisitions. Requisition Titles that are assigned by the requestor are not the official requisition number. These department assigned requisition titles do not appear in the core product and are not viewable by the buyer processing the requisition. The unique system generated requisition number which is assigned at the same time, must be used when tracking/expediting the requisition via the Acquisition buyer or the Logistics Help Desk.
Role	Describe how people access specific functions within PeopleSoft to perform their job duties. A Role is a grouping of functions that can be assigned to users who perform the same type of work, such as requestor, buyer or approver.

S	
Schedule	The schedule line on the requisition/purchase order identifies an item and the scheduled ship quantity. The ship quantity may be different from the requested quantity due to item availability or the department's need for multiple shipments (i.e., standing orders with pre-established delivery dates).
Search Catalog	Option in eProcurement which allows End-Users to review and select items available on contract. This option is used to create a contract requisition or express form.
Search Criteria	Specific parameters entered by the user to extract data from the system and database repositories in order to view transaction activities or create queries.
Services, Fixed Cost	Option in eProcurement that allows the End-User to create a requisition for non-contract services for a total dollar amount that is not based on the number of hours worked.

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Services, Time and Materials	Option in eProcurement that allows the End-User to create a requisition for non-contract services based on the number of hours required to complete the work and the cost of materials used. The number of hours and materials are estimates and the total price is uncertain until the job is complete. The number of hours and the materials used are entered as separate items.
Services, Variable Cost	Option in eProcurement that allows the End-User to create a requisition for non-contract services based on a fixed hourly or other unit of measure rate. The number of hours or units required to complete the service is an estimate and the total price is uncertain until the job is complete.
Ship To	The shipping location on purchase orders which indicates where the vendor ships the goods. The Ship To locations are set-up in a table and are not free form text. If a new Ship To location is required, contact the Logistics Help Desk.
SKU	Shelf Keeping Unit. A stocked item or commodity.
Sourcing	Sourcing is the physical function of choosing which supplier should supply which part to satisfy the particular organizational need. It is used by a purchasing organization that procures goods and services from multiple independent suppliers.
Special Request	Option in eProcurement which allows the End-User to create a requisition for non-contract items.
Supply Chain	The Supply Chain includes everything from raw materials to finished product consumption. It links supplier and user organizations and includes planning and forecasting, procurement, production/operations, distribution, payment transportation, order management, and customer service.
SUT	Sales and Use tax.
T	
Table	A uniquely identified collection of records or rows stored as an individual entity with a database. Tables are the basic unit of data storage in an Oracle database. Data is stored in rows and columns logically comparable to a spreadsheet.
U	

UN/SPSC	United Nations Standard Products and Service Codes
	A categorization scheme that is recognized worldwide and is an emerging standard.
URL	Uniform Resource Locator
	The global address of documents and other resources on the World Wide Web. The first part of the address indicates what protocol to use, and the second part specifies the IP address or the domain name where the resource is located.
User ID	A unique identifier for each person who will access the PeopleSoft applications. This identifier is what enables the PeopleSoft security system to limit user access rights to relevant functionality within the PeopleSoft application.
V	
VAN	Value Added Network. VANs are used in EDI and the benefit of connecting multiple suppliers and buying organizations with re-usable and proven technology. Some VANs offer many services from catalog management, to hosting, to specialized reporting.
Vanilla	PeopleSoft is a standard integrated software package built for the public sector. "Vanilla" is a slang term that describes the base software package. Customizations, also known as system modifications, can be made to the vanilla package to meet unique processing requirements. When people speak of a "Vanilla Implementation", the idea is to do few if any modifications.
Vendor Address	Any address belonging to a vendor, regardless of whether it is an "order from", "remit to", etc. They are tied together via vendor location.
Vendor Location	A way to link order and remit addresses together with a description.
W	
Workflow	The process by which a series of tasks are executed in a specific sequence. In relationship to the eProcurement and Purchasing Modules, this term describes system specific approvals and the sequence in which these approvals must be executed in order to process a requisition and prepare a purchase order for dispatch.
Worklist	The automated "to do" list which Workflow creates. From the Worklist you can directly access the pages you need to perform the next action, and then return to

	the Worklist for another item.
X	
XML	(Extensible Markup Language) A document format for the Web that is more flexible than HTML. While HTML uses only predefined tags to describe elements within the page, XML allows tags to be defined by the developer of the page. Thus, tags for virtually any data items such as product, sales rep and amount due, can be used for specific applications, allowing Web pages to function like database records. XML is a subset of the SGML document language, and HTML is a document type of SGML.
Y	
Z	